

EXECUTIVE ASSISTANT MENTEE

Reports Directly to Fereshteh Ganjavi, Founder & Executive Director

If you have an interest in working with non-profits after graduation (or starting your own), then this position is for you!

Elena's Light is currently seeing an organized and passionate executive assistant mentee. Forget everything you thought you knew about executive assistants – this internship is far more than secretarial work! Reporting directly to our Founder & Executive Director, the executive assistant mentee will be responsible for providing direct support to shape the future of Elena's Light.

Though this includes some administrative support work, the greater emphasis for this position is placed on a mentor/mentee relationship between the intern and our Founder. The Executive Assistant Mentee will have the opportunity to work one-on-one with our Founder, assisting with public presentations, conferences, interviews, and television and radio appearances as they arise. The Executive Assistant Mentee will also have the chance to learn about what it takes to start a non-profit, from the original inception of the idea, to crafting a mission statement and business plan, to applying for 501c(3) status and expanding across state borders. Finally, there will be ample opportunities for networking, leadership development, and community advocacy.

WHAT MAKES THIS INTERNSHIP SPECIAL?

This internship is a very unique mentorship opportunity for students interested in non-profit management after graduation!

We know your time is precious, and we want you to get the fullest experience possible from working with our organization! Though your specific job reports to our Executive Director, there are ample opportunities to collaborate with our other staff members and directors. At Elena's Light, we love innovation and fresh ideas, and we pride ourselves on valuing the input of everyone who works with us. We work very hard to give every member of our organization a seat at the table as we grow and expand, and solicit feedback at all levels of the organization at every chance we get. By working with us, you have the chance to directly shape our future as an organization!

To give you the full Elena's Light experience, in addition to your Executive Assistant responsibilities, we will pair you with one of our clients to serve as an ESL tutor for 2 hours per week. We believe this experience is critical to informing your work at Elena's Light. By getting hands on experience with the day-to-day minutiae of our program, you will gain a better understanding of our overall operations - and can use those experiences to inform your own work!

RESPONSIBILITIES

- Preparing memos, reports, letters, and other documents
- Managing phone calls & emails
- Assisting with meeting preparation
- Accurately recording minutes from staff & board meetings
- Assisting with presentations to the board of directors, committees, volunteers, and the community at large
- Utilizing various software, including word processing, spreadsheets, databases, and presentation software
- Assisting with logistical management of Elena's Light, including scheduling meetings & organizing travel
- Providing general administrative support
- Ordering supplies and collaborating with our grant specialist to manage our budget
- Assist with the creation of a new Elena's Light Chapter in Florida
- Attending conferences, presentations, interviews, and media appearances with our Executive Director
- 2 hours per week of ESL tutoring

REQUIREMENTS

- In-depth understanding of the entire MS Office Suite
- In-depth experience with Google Business Suite is a plus
- Ability to organize a daily workload by priorities
- Must be able to meet deadlines in a fast-paced, quickly changing environment
- A proactive approach to problem solving & strong decision making skills
- Professional level written & verbal communication
- Comfort with public speaking & outreach activities
- Creativity is a must – we're looking for innovative plans to help further our growth and expansion

TIME COMMITMENT

- minimum of 8 hours per week, 2 hours of which is ESL Tutoring
- Minimum of 1 weekly meeting (via skype or in-person) with your direct supervisor
- Flexible schedule – we are happy to work with you!
- Ample opportunities for telecommuting and working in a virtual-office